17. Here are some expressions commonly used in introductions and greetings. Rewrite them using appropriate contracted forms.

(a) I am Niti Wadhwani.

(b) He is my colleague Rahman Siddiqui.

(c) We are working together on your project.

(d) We have almost completed the first phase of the project.

(e) We would like to show you the plan for the second phase.

(f) My name is Gagan Srivastava.

(g) What is your name?

(h) I am pleased to meet you.

(i) I would like you to meet my colleague Sadhna Suman.

(j) She is my senior in the department.

18. Prepare an agenda for conducting a Board Meeting and attach the minutes also.

19. How to create, develop and maintain interest in a presentation?

20. Write a letter to the manager for the post of Team Head in Tele Solutions.

NOVEMBER/DECEMBER 2024

23USEN14 — ENGLISH AND COMMUNICATION (SEC)

Shanmuga Industries Arts & Science College T.V.Malai

Time : Three hours Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What is Punctuation Mark?

2. State the importance of proof reading.

3. Mention few situations from everyday life for greeting people in business communication.

4. Make five expressions of asking request.

5. What is the purpose of an Agenda?

6. Draft the Minutes of Meeting.

7. Give instruction to your classmate to open a Gmail account.

8. Simplify the components of a formal report.

9. Construct the checklists to be adhered for an effective presentation.

10. Why does resume essential for an interview?

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Give a brief note on articles.

Or

(b) Convert the following sentences from active into passive form.

(i) Did Danny do her work?

(ii) The puppy licked the bowl.

(iii) Father baked the cookies on the weekend

(iv) Everyone likes sweets.

(v) Rina has published a magazine.

12. (a) Give five examples for expressing apology and its responses.

Or

(b) Write a brief note on informal greetings with references.

13. (a) Prepare a Minutes of Meeting for IQAC in your college.

Or

(b) Writing up the minutes of meeting.

14. (a) Make a report by a specialist in environmental science on the likely effects of an atomic attack on the nation's water supply.

Or

(b) Write an e-mail for complaining the quality of headphones.

Shanmuga Industries Arts & Science College T.V.Malai

15. (a) Attempt a short note on managing time efficiently for presentation.

Or

(b) Demonstrate the format of resume writing in English. ECE Gangal.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Correct the errors in the following sentences (Tenses)

(a) Each of these boys play games.

(b) He is play football now.

(c) Manju has writing another story.

(d) The earth moving round the sun.

(e) She comes to see me yesterday.

(f) How many books has you got?

(g) I have seen the film in Chennai last week.

(h) I'm here since two O'clock.

(i) I'm studying Mathematics since 2017.

(j) I'm having a large library of reference books.